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MEMORANDUM FOR: Chief, Support Staff
SUBJECT : Weekly Activity Report

~~CONFIDENTIAL~~

13 August 1953

25 YEAR RE-REVIEW

A. PROGRESS REPORT - OLD PROJECTS

2. [] Classification and Wage Division has approved establishment of the GS-12 Security Officer position and the GS-6 Secretary (Steno) position. Personnel for both positions will report to OTR on 17 August for such indoctrination, processing and training as may be required prior to assuming their duties.

3. [] Area-Language Program. Students participating in the program have been scheduled for interviews with personnel of [] This interview will initiate processing []

4. [] Several communications have been received from the three students who departed for the school last week. The last report was from []

5. [] Operating and Profit and Loss Statement covering activity through June was submitted to the Commercial Audit Division. [] and DTR.

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A. PROGRESS REPORT - OLD PROJECTS (CON'T)

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6. [REDACTED]

7. Soundproofing of air-conditioning units in Rooms 110 and 118, Building [REDACTED] will be completed on the week-end of 15, 16 August 1953.

8. The move of the Clerical Training Branch from [REDACTED] to Curie Hall is expected to be completed by 24 August 1953. The Provisional Training Pool in 103 R&S Building will be moved to Curie Hall at the same time.

9. The newly installed air-conditioning equipment in Alcott Hall and R&S Building is still not in operation. The installation of cables and a transformer may not be completed until the end of this month.

B. ITEMS OF CURRENT INTEREST

1. External Training Program. Copy of expenditure analysis for July 1953 attached totaling [REDACTED]

2. Budget. On basis of reduced budget allocation for FY54 and FY55, personal services cost estimates are being revised for inclusion in Agency budget.

4. [REDACTED]

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B. ITEMS OF CURRENT INTEREST (CON'T)

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4. [REDACTED]

b. Travel arrangements have been completed for students attending Phase II of the Operations Course [REDACTED] Starting date of the course is 17 August 1953.

C. NEW PROJECTS DURING WEEK - None

D. ITEMS OF ADMINISTRATIVE INTEREST

1. Statements of unliquidated individual advances as of 20 July 1953, totaling [REDACTED] were distributed to persons concerned in OTR.

2. The matter of support of operations [REDACTED] was clarified at a meeting which was attended by personnel of [REDACTED] Logistics Office, and OTR. [REDACTED]

3. The Supply & Services Officer [REDACTED] came to Washington, D.C. on 12 August 1953 to assist in the study of the proposed new supply regulation. Comments on this regulation will be prepared and submitted to the Logistics Office on 14 August 1953.

4. The profiles of all OTR professional personnel will be completed by 21 August. Those for TR(G) will be ready for the IG on 17 August when he starts his survey.

[REDACTED]
Administrative Officer, OTR

Attachments:

1. [REDACTED] Report
2. External Training Expenditure Analysis for July 1953

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